

MONROE COUNTY

JOB DESCRIPTION

Position Title: COUNTY ENGR

Date: 12/8/98

Position Level: 13

FLSA Status: Exempt

Class Code: 13-10

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GENERAL DESCRIPTION

Responsible for overseeing all functions of the Engineering department including in-house design, inspection, construction management and surveying. Also serves as the County's Traffic Engineer and Stormwater Engineer.

KEY RESPONSIBILITIES

1. Directs the operation of the engineering department, establishes priorities, delegates assignments, and oversees all work products. Oversees the work of engineering consultants.*
2. Performs administrative functions, including budget preparation and management, purchase and payment approval, conducts staff meetings, prepares project status reports, reviews incoming correspondence, prepares letters to citizens, County Commissioners and other agencies. *
3. Represents Monroe County at various interagency meetings. Attends all regular County Commission Meetings.*
4. Answers phone calls and reviews and approves time sheets.*
5. Reviews, amends and approves all contracts, engineering drawings, surveys, technical specifications for projects designed in-house, including roads, parks, buildings, etc.*
6. Oversees the preparation and implementation of the County's Capital Improvement Plan and Seven year Roadway/Bicycle Path Plan.*
7. Performs and oversees traffic studies involving safety hazards, traffic control devices, changes in speed limits, etc. Serves as the County's Traffic Engineer.*
8. Assists Building Department by reviewing all Stormwater Management plans and drainage calculations associated with commercial development to ensure compliance with the County's Stormwater Management Ordinance and County Code. Serves as the County's Stormwater Engineer.
9. Reviews and approves all permit applications, signing and sealing associated engineering drawings to the FDOT, Corps of Engineers, Department of Environmental Protection, City and County Building Department, SFWMD, USFWS, etc.*
10. Performs the duties specified in the County Code section 9. 5 - 26, and provides technical assistance to other County departments.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Civil Engineering
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Must be licensed and registered in accordance with Florida Statutes 471 and 336.03 (Professional Engineer - P.E.) and Valid Florida Drivers License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____